



**OFFICE OF THE CHIEF FINANCIAL OFFICER (OCFO)**

**Position Vacancy Announcement**

SERVICING PERSONNEL OFFICE/UNIT: **OMA, Human Resources Division**

ANNOUNCEMENT NO: <b>05-FI-ORA-0001</b>	POSITION: <b>Financial Economist</b>
POSITION SERIES: <b>DS-110</b>	POSITION GRADE: <b>DS-9/1 – 15/10</b>
OPENING DATE: <b>November 5, 2004</b>	CLOSING DATE: <b>Open Continuously</b>
IF "OPEN UNTIL FILLED," FIRST SCREENING DATE: <b>November 19, 2004</b>	SALARY RANGE: <b>\$36,612 - \$112,434</b>
	TOUR OF DUTY:
WORKSITE: <b>441 – 4<sup>th</sup> Street, N.W., Suite 400S</b>	AREA OF CONSIDERATION: <b>Unlimited</b>
PROMOTION POTENTIAL: <b>None</b>	NO. OF VACANCIES: <b>Two (2)</b>
AGENCY: <b>Economic Development Finance (EDF)</b>	DURATION OF APPOINTMENT: <b>Permanent</b>

This position is **NOT** in a collective bargaining unit.

**BRIEF DESCRIPTION OF DUTIES:** The incumbent is responsible for analysis of economic development policy proposals and complex economic development financing projects, typically involving real estate development, to determine economic feasibility and eligibility for financial assistance. The work includes estimating of potential revenue impact of proposals and projects, analysis of economic development finance options, business credit analysis, participation in the preparation and execution of public-private financial agreements, and familiarity with Federal and local government program guidelines and regulations. The applicant will be expected to incorporate contemporary, advanced methodologies as currently applied in the fields of economics, finance, and policy analysis. Applicant supports staff work leading to recommendations about economic development finance proposals, existing and new revenue, and operation programs according to requirements of tax law, economic efficiency, equity, revenue stability, budget impacts, and administration. The position requires presenting findings in a form that can be used by Congress, the Government of the District of Columbia, and others in hearings, briefings, and other uses. The financial economist will collaborate with other economists, attorneys, project sponsors, public analysts, and interacts with officials throughout the District government in order to complete the above duties. Skills in relevant methodologies, software, and hardware usage shall be maintained as these areas change, and skill in writing and oral communication must be demonstrated.

**QUALIFICATIONS REQUIREMENTS:** One (1) year of Specialized Experience is required. In addition – Applicant must have a degree in Economics, that includes at least 21 semester hours in economics finance **or** public finance and 3 semester hours in statistics, accounting, calculus; a combination of education and experience, with courses equivalent to a major as shown above, plus appropriate experience **or** additional education. In addition - **DS-9** requires Two (2) years of progressively higher level graduate education leading to a master's degree **or** master's **or** equivalent graduate degree **or** one (1) year of specialized experience at the next lower level. **DS-11** requires Three (3) years of progressively higher level graduate education leading to a Ph.D. degree or Ph.D. **or** equivalent doctoral degree **or** one (1) year of specialized experience at the next lower level.

**SPECIALIZED EXPERIENCE:** Is experience that provides the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

**SELECTIVE PLACEMENT FACTOR(S):** Applicant must have a degree in Economics, that includes at least 21 semester hours in economics or finance or public finance and 3 semester hours in statistics, accounting, or calculus; a combination of education and experience, with courses equivalent to a major as shown above, plus appropriate experience or additional education.

**SUBMISSION OF RANKING FACTORS:** The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER. PLEASE SEND AS AN ATTACHMENT TO YOUR RESUME.** Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that include the degree to which you possess the job related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Demonstrated knowledge of barriers to urban real estate development, business investment, and related community and economic development fields and existing and emerging strategies for addressing these barriers. Knowledge of economic development finance in general and tax increment finance in particular.
2. Ability to perform business credit analysis and underwriting of real estate projects, particularly projects involving use of public subsidies such as grants, loans, and tax abatement.
3. Demonstrated skills in analysis of complex issues, including the ability to evaluate financial statements, financial projections, business and capitalization strategies, and other underwriting factors.
4. Oral and written communication skills, including the ability to communicate program policies and requirements to diverse audiences, and the ability to present orally and in writing analytical findings. Candidates should be able to present and articulate their communication skills and experience including presenting technical matters to small and large groups.
5. Ability to undertake multiple tasks and projects simultaneously and achieve expectations in a time-sensitive environment. Ability to adapt quickly to changing priorities.

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SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPM'S, QUALIFICATIONS STANDARDS. HOWEVER, IN ORDER TO RECEIVE CREDIT, YOU MUST SUBMIT OFFICIAL PROOF OF EDUCATIONAL ATTAINMENT WITH YOUR APPLICATION. TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERAN'S PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

DRUG-FREE WORKPLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NOT LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

**WORKING CONDITIONS:** Office Environment

**PHYSICAL EFFORT:** Sedentary

ALL POSITIONS NOT IN THE COLLECTIVE BARGAINING UNIT SERVE AT THE PLEASURE OF THE CFO AND MAY BE TERMINATED AT WILL.

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**HOW TO APPLY:** ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER DC GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA APPLICATION, **DC 2000. ALL APPLICATIONS, TRANSCRIPTS AND SUPPORTING DOCUMENTS MUST BE RECEIVED BY CLOSE OF BUSINESS (5:00PM) ON THE CLOSING DATE OF THE ANNOUNCEMENT.**

"A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS ANNOUNCEMENT."

**WHERE TO APPLY:**

Portia Shorter  
OCFO – OMA – Human Resources  
941 North Capital Street, N.E., Suite 1200  
Washington, DC 20002  
(202) 442- 6523

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**RESIDENCY PREFERENCE AMENDMENT ACT OF 1998:** An external applicant for a position in the OCFO who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the 'Residency Preference for Employment' form, [DC 2000RP](#), and submitting it with the employment application, [DC 2000](#). To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application. This preference is only granted upon initial appointment.

**NOTICE OF NON-DISCRIMINATION**

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code section 2-1401.01 *et seq.*, (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

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**SALARY REDUCTION OF REEMPLOYED ANNUITANTS:** An individual selected for employment in the District Government on or after January 1, 1980, who is receiving an annuity under District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

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**OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OMA HUMAN RESOURCES**

OFFICE OF THE CHIEF FINANCIAL OFFICER

AN EQUAL OPPORTUNITY EMPLOYER